



Date Adopted: 10/05/1999

Date Revised: _____

Title: **Public Service Employee**

FLSA: **Non-Exempt**

General Purpose:

This classification is utilized for employment of temporary employees assigned to specific projects or functions in the City. This classification may be used to address a broad range of duties in various City departments.

Distinguishing Characteristics:

Personnel in the Public Service Employee classification are at-will employees and may be terminated at any time without cause and without right of notice, hearing or appeal. Such personnel are not eligible for benefits and may not be retained for more than the maximum number of hours allowed by the Public Employee's Retirement System per fiscal year.

Essential Duties and Responsibilities:

The essential duties and responsibilities of each employee in this classification will be specified in a unique Employment Agreement to be entered into between the City and the Public Service Employee. The Employment Agreement will identify the regular City employee who is responsible for supervision of the Public Service Employee. Unless expressly stated in the Employment Agreement, incumbents in this classification will not supervise regular City employees.

Minimum Qualifications:

Knowledge of:

The Public Service Employee must possess the knowledge necessary to accomplish the duties and tasks contemplated by the particular position as specified by the Department requesting the services.

Ability To:

The Public Service Employee must be able to accomplish the duties and tasks contemplated by the particular position as specified by the Department requesting the services.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Education, Experience, and Training:

Any combination of education and experience that is likely to provide the required knowledge and abilities as identified for the particular assignment.

Licenses, Certificates, Special Requirements:

Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability. Depending upon the specific assignment, the Public Service Employee may be required to possess specific diplomas, certificates, licenses or certifications.